

CHILDREN'S
SERVICES
FUND
OF JACKSON COUNTY

Board of Directors Meeting Minutes

Thursday, September 3, 2020 - 2:30 p.m.
Virtual Meeting

Note: This meeting is being held in lieu of the meeting scheduled for August 20, 2020, which was discontinued due to technical issues with the Zoom platform and disruptive attendees.

Board Members Present:

Jovanna Rohs, Ph. D (Chair)
Ann Mesle (Vice Chair)
Jessica Ramirez (Secretary)
Rhonda Holman
Brian Kaberline

Board Members Absent:

Anthony Mondaine (Treasurer)
Robert Bartman
Rachelle Styles

Staff Present:

Rob Whitten
Seth Baker
Sue Richter, Recording
Katherine Rivard

Guest Panelists/Presenters:

Rick Chambers, Center School District
Robert Cordell, Ph.D., Raytown School District
Merideth Parrish, Independence School District

Guests, Affiliations:

Nancy Atwater, Preferred Family Healthcare
Brandi Bair, Hope House
Karen Finn, KVC
Sarah Forgey, Greater KC Community Foundation
Aly Hernandez
Sally Hornstra, Cornerstones of Care
Justin Horton, Cornerstones of Care
Shelia Rancatore, Cornerstones of Care

- I. Call to Order Jovanna Rohs
The Children's Services Fund of Jackson County (CSF) meeting was called to order at 2:36 p.m.

- II. Roll Call and Guest Introductions Sue Richter/Guests
Roll call of the Board Members was taken, and each guest was invited to enter their name and organization in the Zoom application chat feature.

- III. Review and Approval of Minutes Action Required
The June 18, 2020 meeting minutes were distributed in the Board packet prior to the meeting for review.

A motion was made to approve the minutes as distributed from the June 18, 2020 Board Meeting

First: Rhonda Holman Second: Jessica Ramirez Motion: Approved
Aye: 5 Opposition: 0 Abstention: 0

- IV. Review of Proposed Agenda Jovanna Rohs
The Board reviewed and had no comments or additions to the proposed agenda.

- V. Board Education Topic Guest Panelists
Dir. Rohs thanked the guest panelists for taking time to attend this meeting due to the technical issues and resulting cancelation of the August 20, 2020 CSF Board Meeting.

Mr. Whitten introduced the following guest panel members:

- Mr. Rick Chambers, Executive Director for the Center Education Foundation.
- Ms. Merideth Parrish, Director of Family Services for the Independence School District
- Dr. Robert Cordell, Director of Student Support Services for the Raytown School District

Mr. Whitten explained that each guest was invited to comment on the following questions:

- What does "back to school" look like for your district?
- How does the return to school impact the programs that CSF is funding?

Center School District (CSD)

Mr. Chambers explained that CSD is starting out with what they are calling "Virtual Plus", with most students currently attending virtually for K-12. Starting September 8, selected groups of students requiring a higher need for in-person classes will begin. Examples of these groups include special-needs, early childhood, and other selected groups of students with exceptional need for in-person education. Two additional phases have been defined and will be implemented based on community health conditions. The first phase will be an in-person education based on "A/B" schedule. Half of the students will be in attendance on Monday/Wednesday and the other half Tuesday/Thursday with Friday for teacher planning and "catch-up". The second phase will be fully in person, with parents able to opt for their students to remain in virtual learning for the entire semester.

CSF funds allow a full-time social worker to be placed in every elementary building. The impact to caseload focus is now a more preventative and proactive approach. This was not the situation prior to the receipt of CSF funding. Behavioral health assessments were conducted in-person prior to the pandemic and conducted virtually for the second half of the year. This resulted in a lower participation rate than desired, although the participant results were higher. The goal this year is to stay in-contact with families at least once a week, more if in crisis.

Dir. Holman asked how this year's work will be assessed, and if the same method will be utilized or if the approach would be different. Mr. Chambers indicated that the assessments would be conducted following the same timeline as last year. In partnership with Cornerstones of Care assessments would be conducted both in the fall and again later in the spring. These assessments would be conducted virtually (by phone/video). The District is providing a technology device to every student which will allow these assessments to be conducted. Dir. Holman asked if reports on the participation rates of students would be provided in Center's reporting for the current contract. Mr. Chambers indicated that the outcomes originally defined (i.e. small group sessions and home visits) were not happening. They are now reporting contact information as well as the type of contact and including the results in the outcomes.

Dir. Mesle asked for clarification regarding the need for equipment versus the need for access to the technology. Mr. Chambers explained that a partnership with the One Million Project provides hotspots and connectivity for students without reliable internet access at home. This was originally targeted to high school students and has been partially expanded to younger students. Additionally, an agreement is in place with Verizon to provide hotspots and service.

Independence School District (ISD)

Ms. Merideth Parrish offered that the goal in planning and strategy for this year was to determine efficiencies to ensure that there was no interruption to education and social services the District provides to more than 14,000 students. Independence is the only district in Jackson County that resumed full school services in the month of August. Pre-K thru 5th grade is fully operating in-person, five days per week. Middle and high school students are operating on a "hybrid schedule". This schedule offers in-person instruction on alternating weeks, with virtual instruction at a reduced capacity at each location. The current plan is anticipated to stay in the hybrid model through the month of September. The Independence School District Family Services Program has enjoyed a unique relationship with Eastern Jackson County, acting as the lead for the Emergency Support Function 6, which falls under Homeland Security. This has allowed Ms. Parrish's program to sit in on planning conversations and to provide input on services, with the hope to create greater capacity after September allowing more students to return to school. The District is also prepared to go fully virtual should that be the recommendation of the CDC and Public Health.

CSF provides funding for three caseworkers. These three positions were strategically focused on the following: underserved middle school to adolescent age group, alternative learning populations with social/emotional behavioral challenges in the Independence Academy environment and Spanish and Hispanic speaking families. ISD transitioned to virtual learning in March, closing out the spring semester. ISD was able to offer four-week virtual summer school. ISD also provided 5,000 hours of home visiting, with all caseworkers deemed "essential". The SABERS (social, academic, behavioral, emotional risk screener) assessments were run virtually so all high-risk families could receive their assessments which are done three times per year. Ms. Parrish indicated that more than 8,000 hours of behavioral services were delivered between March and August during the pandemic, with two-thirds of the services, connections and referrals completed by the three CSF funded caseworkers. Ms. Parrish reported a 35% increase in number of clients served. Outreach to

Spanish/Hispanic speaking families increased by 125%. This outreach was not in place prior to CSF funding. ISD does not anticipate any changes to outcomes, other than the method of delivery.

Dir. Rohs asked about the degree of difficulty experienced in expanding the workforce to include a Spanish/Hispanic speaking applicant. Ms. Parrish indicated that recruitment was difficult with possibly two out of 15 applicants who met the criteria. It remains a deficiency and a gap for the program. Due to the competition by other agencies Ms. Parrish responded that it remains a high-demand recruitment challenge.

Dir. Holman asked for more information regarding the characteristics of the Independence Academy program referred to in the presentation. Ms. Parrish explained that one of the CSF funded positions is specifically dedicated to those students K-12 who are housed at Independence Academy. Independence Academy is the alternative learning center. Students who are enrolled have typically been placed due to long-term suspension, a cognitive or emotional learning delay, or a behavioral challenge that does not allow learning progress in the mainstream classroom environment. They remain connected to their home school, but all learning takes place at the Academy, which is 100% in-person.

Raytown School District (RSD)

Dr. Cordell shared that the RSD school year will begin on September 8, 2020. This delay in starting offered additional time for planning. All grades K-12 will be conducted virtually and will run through the end of first quarter (October 21-22, 2020). Following first quarter, all K-5 will return for in-person learning every day. The percent of families opting for virtual learning was 40%. This allowed for smaller class size and safe distancing procedures for the elementary grades. The approach of the remaining grades (6-12) will be re-evaluated in October for a return date later in the fall. The plan is that in January grades 6-12 will return to school. The curriculum and instruction department spent spring and summer focused on virtual learning and looking at platforms that would assist teachers in teaching. On-line virtual professional development was conducted for teachers to provide the skill set, curriculum and instruction required for virtual learning. During the Zoom instruction there will be additional adults assessing student engagement. Students not engaged will receive calls to home to assess services that might be needed. Attendance and engagement are critical. Social workers will be conducting "porch-visits" for tier two and tier three students, as well as referrals from teachers.

CSF provides funding for three school based social workers. These positions were placed at Raytown High, Raytown South High School and Central Middle School. During the summer, the following criteria was determined as the essence of a social worker:

1. Basic Family Need
2. Mental Health Needs
3. Supporting Teachers and Staff
4. Supporting Family Stability
5. Student Engagement in Academics
6. Grief, Loss, Isolation through a Trauma Informed Care Approach
7. Inequities

After starting in their school buildings in January 2020, the social workers funded by CSF then served 225 different families between March and May. During this time, they made 40 referrals for abuse, neglect, domestic violence, assault, drug abuse and other potential concerns. The need for school-based social workers has almost doubled in Raytown during Dr. Cordell's tenure. Dr. Cordell offered that this is a key role in any school environment to provide a proactive layer of support for high-risk families. Currently six MOU's and partnerships are in place. These included CAPA, ReDiscover, Street Outreach, St. Lukes Hospital, and COMBAT to continue to expand services. The additional funds awarded by CSF are being used for a software program to assist social workers, family counselors and bilingual liaisons to expand their capacity to serve students and families.

Dir. Holman asked about middle schools in Raytown. Dr. Cordell responded that there were three middle schools: Raytown Middle School, Central Middle School and South Middle School.

Dir. Rohs extended her appreciation to all the presenters for sharing this aspect of their work particularly during this busy time. She thanked presenters for explaining the impact of COVID and adding the mental health and support needed during this time. She stated that it speaks to the need of the Fund and the programs being supported by CSF.

VI. Old Business

A. Financial Report

Rob Whitten

1. June 2020 Financials were distributed to Board Members through an interim report process in July. The financials for July were distributed in the September 3, 2020 board packet of materials, prior to the meeting.

Revenue

Revenue was reported as follows:

June Tax Revenue Received	\$1.1M
July Tax Revenue Receipts	\$940k
YTD Receipts	\$7.3M
June Interest	\$128
July Interest	\$175
YTD Interest	\$148k
YTD Revenue	\$7.4M

YTD tax revenues show a decrease of \$350k and \$375k for the same time during the past two years.

The percentage of sales tax revenue reflected in the June 2020 receipts were reported as follows:

- June 2020 10.3%
- May 2020 70.2%
- April 2020 10.6%
- March 2020 2.7%
- Prior 6.1%

The percentage of sales tax revenue reflected in the July 2020 receipts were reported as follows:

- July 2020 23.9%
- June 2020 60.0%
- May 2020 10.3%
- April 2020 1.8%
- Prior 4.0%

In summary, approximately 90%+ of proceeds received by CSF was collected within the most recent 90 days.

Revenue comparisons to previous years were reported as follows:

- May 2020 – Revenues were down \$185k from 2019 and \$67k from 2018
- June 2020 – Revenue down \$171k from 2019 and \$245k from 2018
- July 2020 – Revenues increased from 2019, up approximately \$34k from 2019 and \$60k from 2018

Revenue trends and fluctuations will continue to be monitored in anticipation of upcoming 2021 funding awards.

Dir. Mesle asked if there is any reason to believe that CSF revenues will not be affected like the revenue decreases projected recently by Jackson County? In response Mr. Whitten indicated that while the revenues are collected differently, revenue trends will need to be monitored as CSF projects revenue moving forward,

Expenses

There were no unusual expenses to report. Most expense remains in support of programs. Overhead was currently reported at approximately 4.7% of expense, with the remaining 95% going to partner support.

Total Expense (YTD)	\$9.05M
Net Surplus/Deficit (YTD)	-\$2.1M

Financial Position

Current Assets (7.31.20)	\$19.4M
Current Liabilities (2020 Contracts)	\$6.1M
Accrued Liabilities (2021 Contracts)	\$2M
Ending Net Assets	\$11.3M

2. Audit Firm Engagement

Mr. Whitten shared that he as recommended to the Audit Committee that CSF continue to retain CBIZ-MHM for an additional three-year engagement, and that the Audit Committee was supportive of this recommendation.

Mr. Whitten shared the following costs for an additional three-year engagement by CBIZ-MHM as follows:

- 2021 Proposed Expense - \$12,750 (Audit)/\$1,650 (for Form 990)
- 2022 Proposed Expense - \$13,000 (Audit)/\$1,700 for (Form 990)
- 2023 Proposed Expense - \$13,250 (Audit)/\$1,755 for (Form 990)

Mr. Whitten stated that there were two reasons for his recommendation:

- The expense for audit and 990 preparation for the next three years was lower than some bids that were received from competing firms in response to the initial RFP for audit services.
- The audit ran very smoothly this year, particularly considering the challenges presented by COVID. As CBIZ-MHM understands us and our work, and considering uncertainty regarding reauthorization, a continued relationship makes sense.

Dir. Rohs offered that this recommendation was the motion being brought forward by the Board Audit Committee as allowed in the bylaws.

Dir. Holman asked for clarification of the two numbers for the proposed expense. Mr. Whitten explained that the larger number was for the audit and the smaller amount was for preparation of the 990.

Dir. Holman indicated support for the work performed by CBIZ-CMH and voiced support for retaining them for an additional three years. She also asked for any objections from members to a suggestion that following this extension, CSF would go out with a greater desire to see a change of the audit firm in order to secure a fresh perspective. Dir. Kaberline, Dir. Ramirez also expressed their support of this approach.

A motion was made to accept the recommendation to retain CBIZ-CMH for an additional three-year audit engagement.

First: Rhonda Holman Second: Brian Kaberline Motion: Approved
Aye: 5 Opposition: 0

B. Children's Services Contracting

Rob Whitten

1. Update on 2020 Programming

- Approximately \$8.5M has been released for 1Q20, 2Q20 and 25% cash match in support of programs. For each release partners had to complete an on-line verification regarding how services were being provided. For agencies that did not submit a response or were unable to continue services, funds were not released.
- Technology Grants – Reconciliation continues for funds received for these grants, with some receipts still outstanding from partners. A total of \$316k was awarded in support of these grants.
- 1Q20 and 2Q20 Reporting – Reconciliation of financial reporting against funds released is underway. There were 17 partners who will be receiving checks for services beyond the 50% we have reimbursed to date.

- Virtual Site Visits – By the end of September, Program Officers will have completed virtual site visits using a standardized format and process. Partners must respond to an online survey prior to the visit. This survey will be used to inform and assess the following:
 - performance to date verses application
 - the impact of COVID-19
 - recent issues around race and equity resulting in changes to their approach and policies and practices to support equity and inclusion in providing services
 - policies and practices to assess trauma and resilience
 - access to care
 - other ways CSF can support work
 - one success story
 - how program work supports our goal of improved mental health and emotional well-being for the children of Jackson County.

This information will be available to the Board on an agency specific basis as applications are reviewed and as a way to identify themes. These reports will also allow CSF to understand "drift" in programs due to the current environment and changes that have been made as they relate to the scope of the contract.

2. Update on 2021 Application

The following information was provided:

Letters of Intent

- 131 LOIs were submitted totaling \$21M
 - 79 LOIs were renewals totaling \$13M
 - Corrections to renewals reduced pool to \$12.7M
 - 52 LOIs were new programs totaling \$7M
 - 12 LOIs for new programs not moving forward totaling -\$920k
- Revised Amount totals \$19M

Applications

- 119 LOIs were invited to apply
- 117 Applications were received totaling \$17.7M
 - 79 Renewals totaling \$12.5M
 - 38 New Programs totaling \$5.2M

Mr. Whitten reminded that the funding pool of up to \$15M was recommended by the Board

Board Funding Work Group – Application Review

Mr. Whitten offered the following recommendation from the work group:

- New Applications – All new application will be reviewed by three Board members as in past cycles, resulting in a review of approximately 19 new applications per board member.
- Renewal Applications – Renewal applications will be reviewed by staff. These reviews will include a look at the current application, prior application score, site visit data, quarterly reporting, services verification information and past utilization.

- Information regarding both new and renewal applications will be combined before funding recommendations proceed.

Timeline Review as follows:

- Binders will be distributed to Directors on 9/10 and 9/11
- Reviewer scores due 10/9/2020
- Board work session the week of 10/26/2020
- Partner interviews the week of 11/9/2020
- Funding slate presented at November board meeting on 11/19/2020

Dir. Holman asked when further information, as discussed during the Board Funding Work Group Session would be available. This would include items such as the types and geographic location of services and a better sense of overlap. Mr. Whitten indicated that this would be provided at the work session when reviewing the scores.

Dir. Rohs and Mr. Whitten expressed a desire to hold the work session to review application scores in person. Each board member was asked to consider their willingness to attend a session in person with social distancing practices in place.

C. Executive Director's Report

- CSF Operations - CSF Operations remain almost completely remote, with weekly staff meetings conducted virtually. Virtual site visits are underway. For the foreseeable future all CSF Board Meetings will continue via Zoom. Mr. Whitten requested consideration of in-person meetings for funding decisions and possibly for partner interviews if social distancing could be accommodated.
- Strategic Planning - Strategic planning RFQ is in the final stages. The list of potential consultants for this project is small due to the limited number of people who do this type of work. Members were asked to submit for consideration any consultants that they have worked with in the past that should be included in this effort.

In response to a question from Dir. Mesle, Mr. Whitten indicated that Strategic Planning would assist us in identifying where CSF should invest beyond core partner support. Potential areas to explore could be interest in technical assistance around either trauma informed care, resilience, or race/equity/diversity inclusion. Also, the degree to which financial resources could be invested in these areas would need to be explored. Beyond the financial resource piece either technical assistance or convening of discussions with organizations who have progressed in that work and input on partner collaborations which could share best practice and lessons learned in these areas would be another possible outcome of strategic planning.

- Nominating Update – One candidate has been identified. A recent Zoom call had to be rescheduled with the Nominating Committee Mr. Whitten reminded that this would fill the open board position left by Dir. Parker.

- Grantmakers for Effective Organizations (GEO) Remote Learning Series – CSF is a member of GEO. GEO is a national organization. The GEO conference which was originally scheduled for April of 2020 had to be canceled. GEO will be conducting a remote learning series this fall. They are taking a cohort of 30 participants through a six-session series. Topics will include the following:
 - Community-Driven Philanthropy
 - Collaboration
 - Capacity Building
 - Learning & Evaluation
 CSF completed the application process and was chosen to participate as one of the 30 cohorts selected. It is anticipated that some lessons learned will be beneficial to Board and staff moving forward.
- Employee Recognition – Mr. Whitten extended his thanks to Ms. Richter for the completion of two years of service on July 23, 2020.

VII. Other Items All
 Director and Guest Comments

Dir. Kaberline asked if CSF Staff was sensing any difference in partners this year after site visits. Ms. Rivard offered that upon completion of 12 virtual site visits she was reminded that CSF needs to remain fluid and flexible as the partners are only on top of trends as they develop each day. They have shared that their plans need to be flexible with the ability to pivot. There is a desire to connect with other agencies as related to COVID, and the topics vary. They are looking for lessons learned that could be shared. Agencies remain remarkably positive if connections to their clients remain. Mr. Baker added that partner agencies have indicated a concern about the jeopardy that COVID has placed on their funding organizations. Mr. Baker is also concerned about "drift" as we move into fall and the expectation that organizations are still providing services as originally contracted. How will this be defined especially in a COVID environment. For those agencies using unit of service, he questioned how this will be defined. He offered as the example of one agency who has gone from assessments to check-ins. This will need to be monitored going forward.

Dir. Kaberline offered a concern regarding a second wave after schools go back in session. Mr. Baker offered that this is a concern because some partners who were providing services in schools currently are not allowed back in the schools this semester.

Mr. Whitten offered a reminder to members that the message to partners has been that with 3Q20 the intent is to return to an invoice submitted by the partner to receive reimbursement. Should there be a second wave the Board could choose to respond similarly to the approach used in the Spring.

Dir. Rohs asked for consideration of a negotiated written change of scope and how the impact would be measured. Dir. Mesle asked how CSF can be a dependable source of funding when agencies are changing in the way they cannot easily

anticipate. Dir. Rohs suggested that because of the way CSF is set up, funding is tied to the contract, unlike other organization who operate from a general fund.

Dir. Holman indicated that she is looking forward to hearing from staff regarding how partners describe their activities particularly for the quarter ending in September. She stated CSF should trust partners to be forthcoming regarding what they were able to do, how they met or did not meet challenges. Dir. Holman expressed reservation to a change in scope. Partners should know they can be open, even if the program is not going according to plan. She would like to trust them to bring information to us in order to engage in a dialogue to move forward.

Dir. Rohs asked about partners that were non-school based services and an interest in hearing from them.

Meredith Parrish

Sitting on three board which are non-school based Ms. Parrish stated that while the CSF Board has been very benevolent and supportive financially, other boards are offering opportunities for learning and information sharing among contractors. It may be helpful if CSF would make a statement or release guidance to come up with some innovative solutions that allow agencies to pivot while still meeting the obligations and scope of the grant. This statement might relieve some of that tension of contractors and allow them to come up with these solutions. Also facilitating a Zoom session to allow school-based and non-school based providers and other contractors who have nothing to do with education the opportunity to discuss best practice would also be helpful.

Karyn Finn, KVC

Ms. Finn expressed support for Ms. Parrish statement, particularly around the opportunity to pivot services with all good intent but allowing it to look differently. She would also like to see an opportunity to present those amendments and a timeline in which to do it.

Mr. Whitten responded that this was a great suggestion and he is receiving comments regarding how to get people together to share information. He also reminded that some programs which are based on the school year had just recently started in 3Q20. He suggested because those are just beginning it might be impactful to start with these programs when looking at the scope versus a year ago when their contract was first awarded.

Dir. Holman

Dir. Holman would like the Board to consider time at the next meeting to hear from partners who are not school districts, but in the past have relied on the schools to deliver their services, or have been heavily dependent on some aspect of school operations to feed their business clients or facilitate communication or whatever those key factors have been with school districts. Mr. Whitten indicated a willingness to reach out to those partners for an upcoming meeting.

Dir. Kaberline

Dir. Kaberline requested that partner websites and our website be utilized to share the success stories from staff site visits.

Mr. Whitten

Mr. Whitten requested that the next CSF Board Meeting begin at 2:45 on October 15, 2020. There were no objections voiced to this request.

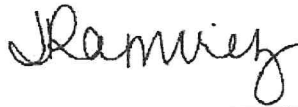
VIII. Adjournment

A motion was made to adjourn the meeting at 4:35 p.m.

First: Ann Mesle Second: Rhonda Holman Motion: Approved

Aye: 5

Respectfully submitted: Sue Richter



Jessica Ramirez, Secretary

Next Meeting: October 15, 2020, 2:45-4:30 p.m.